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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of September, 2021, were approved by the Mason Transit Authority Board, by motion, on this 19th day of October, 2021.

DocuSigned by:
Sharon Trask
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Sharon Trask, Chair

DocuSigned by:
Sandy Tarzwell
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Sandy Tarzwell, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
John Campbell
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John Campbell, Authority Member

DocuSigned by:
Kevin Dorcy
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Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

ATTEST: DocuSigned by: Tracy Becht 70AD2A4E6B384A6... Tracy Becht, Clerk of the Board

DATE: 10/29/2021

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Mason Transit Authority
Minutes of the Regular Board Meeting
September 21, 2021
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

CALL TO ORDER: 4:05 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sharon Trask (arrived 4:07 PM), Chair; Sandy Tarzwell, Vice Chair; Cyndy Brehmeyer, John Campbell, Kevin Dorcy, Matt Jewett, Randy Neatherlin and Wes Martin. **Quorum met, Board member Brehmeyer attended in person and the remaining named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Kevin Shutty

Authority Non-voting Board Member Not Present: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present in Person: John Piety

MTA Staff present via WebEx: Amy Asher, General Manager; Mike Ringgenberg, Operations Manager; LeeAnn McNulty, Administrative Services Manager; and Marshall Krier, Maintenance and Facilities Manager.

MTA Staff present at T-CC: Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others present via WebEx virtual conference: Robert Johnson, MTA Legal Counsel.

ACCEPTANCE OF AGENDA

Moved that the agenda for the September 21, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Tarzwell/Campbell. Motion carried.**

PUBLIC COMMENT – None.

CONSENT AGENDA

The Board Clerk brought forth to the Board as requested by Mason Transit's Legal Counsel, a correction to the Executive Session section of the August 17, 2021 minutes to read as follows: "….The Board Chair announced that the meeting was moving into Executive Session *for*

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discussion of threatened or pending litigation, at 4:08 PM and stated that it would be for 10 minutes…."

Moved to approve Consent Agenda items 1 and 2 with Consent Agenda Item 1 being amended as described above:

1. Minutes of the August 17, 2021 MTA regular Board meeting, as amended; and
2. Payments of August 16, 2021 through September 15, 2021 financial obligations on checks#35577 through 35654, as presented for a total of $645,623.19.

Campbell/Tarzwell. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS [None.]

NEW BUSINESS

1. **Surplus Inventory**. LeeAnn McNulty, Administrative Services Manager, indicated to the Board that staff was bringing this to the Board for approval of disposing of surplus communication equipment and accounting software that is no longer in use or useful. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-25 regarding the disposal of the assets as set forth in Exhibit A to that resolution. **Campbell/Tarzwell. Motion carried.**

2. **Fourth Amendment to Capital Grant Agreement GCB 2304.** As indicated at the prior MTA Board meeting, Ms. McNulty is bringing this amendment for approval by the Board which provides for MTA accessing unspent sales tax equalization dollars as indicated in the contract. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-26 that amends Resolution No. 2021-09, approves the Fourth Amendment to Capital Construction Grant Agreement GCB2304 and authorizes the General Manager to sign that agreement. **Tarzwell/Campbell. Motion carried.**

3. **First Amendment to Operating Grant Agreement PTD0268.** Ms. Asher shared that the next three amendments to grant agreements relate to receiving sales tax equalization and Paratransit Special Needs funds which will reduce the amount of MTA's local funds. She indicated that these three grant agreements were before the Board for approval last month, but at that time the sales tax equalization amounts were not yet known. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-27 that approves the First Amendment to Operating Grant Agreement PTD 0268 and authorizes the General Manager to sign that agreement. **Tarzwell/Martin. Motion carried.**

4. **First Amendment to Operating Grant Agreement PTD0269**. Ms. Asher indicated this was the second of the three agreements that were being amended to reflect the inclusion of the sales tax equalization funds and Paratransit Special Needs funds that will reduce the amount of MTA's local funds. **Moved** that the Mason Transit Authority Board approve

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Resolution No. 2021-28 that approves the First Amendment to Operating Grant Agreement PTD 0269 and authorizes the General Manager to sign that agreement. **Tarzwell/Neatherlin. Motion carried.**

5. **First Amendment to Operating Grant Agreement PTD0270**. Ms. Asher stated this was the third of the three agreements being amended to reflect the inclusion of the sales tax equalization funds that will reduce the amount of MTA's local funds. Vice Chair Tarzwell wanted to confirm her understanding that basically the money was moving between different pots within each agreement to which Ms. Asher confirmed her understanding was correct. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-29 that approves the First Amendment to Operating Grant Agreement PTD 0270 and authorizes the General Manager to sign that agreement. **Neatherlin/Tarzwell. Motion carried.**

6. **Capital Grant Agreement PTD0469**. Ms. Asher described for the Board that this grant was a federal 5339(b) grant that was awarded in September, 2020. She complimented the foresight and hard work of MTA's Maintenance and Facilities Manager, Marshall Krier, on ordering the buses and that they have already been purchased. MTA's Legal Counsel, Rob Johnson, indicated that he has reviewed the agreement and finds it to be in order. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-30 and the attached Agreement between WSDOT and MTA for the Discretionary Grant Program Capital Grant Agreement (Agreement#PTD0469). **Tarzwell/Neatherlin**. Motion carried.

INFORMATIONAL REPORT:

Ms. Asher asked if the Board had any questions to the four different informational reports contained in the packet. There were no questions.

GENERAL MANAGER REPORT:

Ms. Asher discussed the status of the following subject matters:

- Motorhomes parked in park and rides and recent court rulings.
- Exit Conference with SAO – Clean audit. This is a big deal and she praised Ms. McNulty and her team for their good work.
- She has been riding buses and getting to know routes and drivers.
- She requested an update from Operations Manager, Mike Ringgenberg, on the following:
    - Operations has been interviewing candidates and four drivers will be hired. Vice Chair Tarzwell asked if the four drivers will be sufficient. Mr. Ringgenberg indicated that he anticipates that the training periods will finish and the drivers will be taking their CDL tests in December and January. Mr. Ringgenberg hopes that approximately January-February MTA can reinstate routes. There is another recruitment planned for November. In response to a request for the salary of new hires, Ms. McNulty indicated that upon hiring, drivers are currently paid $19.68/hr.; following training, it is increased to $20.99/hr.; and then at 18 months there is a step increase.
    - Mr. Ringgenberg also hopes to hire four more drivers in 2022 so that MTA would be able provide 1300 service hours per week which constitutes full service. Ridership numbers are slowing coming back.

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- MTA has been filling in a gap by the use of its existing Route 5 at 2:40 PM that picks up high school students needing a ride to the T-CC due to the shortage of school bus drivers.
- Board member Neatherlin shared that MTA's services may be needed again for the COVID booster program to which Mr. Ringgenberg replied that MTA would be ready.

COMMENTS BY BOARD:

Board member Campbell shared that he received a note complimenting MTA's service of very personable bus drivers and that its buses are the cleanest experienced by the author of the email. He further went on to say that personable drivers and employees that take pride in their work has been the cornerstone of Mason Transit service since its beginning.

Board member Campbell asked about having a plaque for the new Belfair Park & Ride building stating that the park and ride was paid for by taxpayer dollars for the public's use by riders.

[Board members Dorcy and Martin departed the meeting at 4:46 p.m.]

Moved that the meeting be adjourned.

ADJOURNED 4:48 p.m.

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
October 19, 2021 at 4:00PM
On-line via WebEx and in person at:
Port of Allyn
18560 East State Route 3
Allyn